

Putnam Hill Application for New Co-Occupant

Application ID Number _____ CO (assigned by Plaza Realty)

Building: _____ Apartment: _____

Applicant(s)

Name: _____

Home Phone Number: _____ Cell: _____

Email Address: _____

Guest(s) staying more than 3 months

Name: _____

Phone Number: _____ Cell: _____

Email Address: _____

Present Address: _____

Arrival Date: _____ Departure Date: _____

Other Notes for the Board: _____

I certify that the guest(s) is/are not a sub-tenant paying me all or part of the common charges.

New Co-Occupant

Remove the existing Co-Occupant and amend any prior Application for New Co-Occupant

Name: _____

Add the following Co-Occupant

Name: _____

Phone Number: _____ Cell: _____

Email Address: _____

Effective Date: _____

Relationship: Spouse Domestic Partner Immediate Family Live-In Caregiver

Add the following Co-Occupant

Name: _____

Phone Number: _____ Cell: _____

Email Address: _____

Effective Date: _____

Relationship: Spouse Domestic Partner Immediate Family Live-In Caregiver Other

Notes for the Board: _____

If the Live-In Care Giver is not being paid and is not under contract, please provide the Board sufficient information to allow the Board to evaluate the individual and application.

The Applicant understands and agrees that Putnam Hill Apartments Inc. may at its discretion require the Applicant and non-contract Live In Care giver to sign a “Co-Occupancy Agreement” obliging the Care Giver to abandon the premises if certain events occur and obliging the Applicant and Care Giver to guarantee that the Care Giver shall be jointly liable to pay or reimburse Putnam Hill Apartments Inc. for any and all costs it may incur in processing an eviction proceeding against the Care Giver.

Are you familiar with the House Rules regarding moving in?

Monday to Friday 8:30 – 4:30, garage access only, 48 hour notification Yes No

Do you or any of the people expected to live in the apartment smoke? Yes No

Putnam Hill is a non-smoking complex. Smoking is prohibited within 50’ of any residential building.

Do you plan to keep a pet in your apartment? Yes No

Attach a photograph of the pet in relation to a point of reference that is 18” high.

Type: _____ Height: _____ Weight: _____

House Rules VIII: Only one dog or cat is allowed in an apartment. No other pets of any kind will be permitted. Pets may not be larger than 24 pounds or stand taller than 18” at the shoulder.

Do you want an Indoor Parking space? Yes No
(If yes, advise Plaza Realty & Management Corp to add you to the waiting list.)

I certify that Co-Occupant is not a subtenant paying me all or part of the common charges.

Acknowledgement

“I have thoroughly reviewed the Putnam Hill House Rules and understand them clearly. I will adhere to these Rules at all times, and will promote them when dealing with my neighbors at Putnam Hill.”

Proposed Co-Occupant:

Name: _____ Date: _____

Signature: _____

Proposed Co-Occupant:

Name: _____ Date: _____

Signature: _____

Applicant: _____ Date: _____

Signature: _____